



**Alaska Air National Guard Announcement Number: AKANG 11-59**

**Position Title: Material Management Craftsman**

**AFSC: 2S071**

**Grade Req: MIN E-5 MAX E-6**

**Unit/Duty Location: 176<sup>th</sup> Logistics Readiness Squadron, Joint Base Elmendorf Richardson, Alaska**

**OPENING DATE: 15 JUNE 2011**

**CLOSING DATE: 15 JULY 2011**

**WHO MAY APPLY/AREAS OF CONSIDERATION: NATIONWIDE**

**AREA OF CONSIDERATION:** *Applications for this announcement (AKANG 11-59)* that will be forwarded for consideration will consist of all Alaska Air National Guard personnel who 1) currently hold the advertised AFSC at the advertised skill level, and meet the grade requirement listed above or 2) AKANG members who meet the minimum criteria for retraining (specifications listed below) and meet the grade requirement or 3) personnel who are eligible to become members of the Alaska Air National Guard, or meet the minimum criteria for retraining as stated below in addition to meeting the listed grade requirements. If you do not meet any of these criteria, your application will not be forwarded for consideration.

**SELECTING SUPERVISOR: MSgt Amodemo**

**Major duties may include:**

- Manage and troubleshoot materiel management activities and systems involved in requirements determination, inventory control, and receipt, storage and issues of supplies and equipment
- Respond to customer logistics concerns and proactively anticipates problems that could stand in the way of wing units fulfilling mission requirements
- Responsible for interfacing with Global Logistics Support Center (GLSC)
- Conduct document control functions, demand processing, research and base level records maintenance, base level stock control functions, bench stock management, and customer feedback
- Manage and issue SATS smart cards and manages the Zero Overpricing Program
- Responsible for coordinating Base-Level Supply Customer Training as it pertains to Block training
- Provide training as the resident experts within the Customer Support Liaison Element
- Compute requirement, determine allowance, and research and identify materiel requirements
- Perform operations involved in storage inspection, identification and receipt of property
- Perform inventories and ensure timely correction of discrepancies
- Inspect and evaluate inventory management activities
- Inspect/ identifies property; Determine condition of property received; Perform shelf-life inspections of stock
- Develop methods and improves procedures for storing property. Plans use of storage facilities. Receipts, stores, issues, ships and transfers property. Controls issue of classified, sensitive, pilferable and controlled items.
- Coordinate with maintenance activities on repairable component actions. Control and issue bench stock property
- Obtains material required for equipment modification, periodic component exchange and bills of material in support of maintenance. Account for all items contained in mobility readiness spares packages
- Provide materiel management expertise to combat support, enabler organizations and responsible officers for the proper accounting and control of specified classes of supply. Review and validates requirements. When required, initiates follow-up actions on materiel requirements. Coordinates equipment transfer and deployment actions with the accountable officer
- Process information retrievals using supply system databases. Manage materiel management related systems and hardware. Perform operator maintenance on materiel management related systems and hardware. Applies system security policy and procedures to prevent unauthorized changes to information. Distributes supply computer products
- Act as a subject matter expert to the commander on the operation of materiel management systems and operations.
- Monitor Defense Data Network traffic through use of the Supply Interface System. Ensure database integrity and makes necessary corrections
- Control and operate the Remote Processing Station and remote terminal hardware under the Standard Base Supply System
- Monitor systems processing and corrects processing errors. Monitor supply Defense Data Network traffic through use of the Supply Interface System and takes corrective action. Maintain liaison with the Standard Systems Group, MAJCOMs and the servicing Defense Megacenters, to identify and correct problems
- Develop database retrieval scripts for materiel management support analyses
- Operate motor vehicles and assorted material handling equipment
- Perform additional duties as assigned

**Initial Eligibility Criteria:**

**APTITUDE REQUIREMENT**

**PHYSICAL PROFILE**

**SECURITY CLEARANCE**

**ADMINISTRATIVE – 41 OR GENERAL- 44**

**PULHES – 333333**

**Secret**

**Desirables:**

Knowledge is mandatory of basic mathematics, supply policies and procedures, Air Force property accounting, stock and inventory control, accountability and responsibility, principles of property accounting through manual or automated data processing, storage methods, warehouse control (receipt, issue, and disposal), materiel handling techniques, methods of preparing and maintaining supply records, manual and automated supply accounting systems, logistics principles and interactions (supply, maintenance, transportation, and procurement), hazardous material and waste procedures, and deployment or contingency operations.

**\*Applicants need to submit Current Records Review Rip (vMPF RIP)\***

**\*See page 2 for All Required Documentation needed\***

Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities	Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program	IAW ANGI 36-101 "Initial tours may not exceed 6 years..." AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD
Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required	Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status.	An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. <u>Acceptance of demotion must be in writing and included in the assignment application package</u>
ANGI 36-101 "applicant must be able to complete 20 years of active federal service prior to MSD for officers and age 60 for enlisted members. Exceptions may be considered...."	If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee	Any further questions regarding the AGR program may be answered in ANGI 36-101

**APPLICATION PROCEDURES:** Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to the **Alaska National Guard, Human Resources Office, HRO, Building 49000 Room D-209, Post Office Box 5800, Joint Base Elmendorf Richardson, AK 99505-5800.** Complete applications must be received in HRO-AGR office no later than 1600 or postmarked on or before the closing date. US government postage paid envelopes or government facsimile machines (FAX) may NOT be used in submitting applications. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. Applications received that are not signed will not be forwarded for consideration. Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for but the application package must include at least the NGB-34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness. Items 4-5 are requested by the selecting supervisor. If the requested documents are not submitted, you may include a letter of explanation.

1. NGB Form 34-1 (Application Form for Active Guard/Reserve (AGR) Position)
2. CURRENT Records Review RIP (available on vMPF) all pages
3. CURRENT Report of Individual Fitness (from Air Force Fitness Management Systems (AFFMS))
4. CURRENT AF Form 422 Notification of Air Force Member's Qualification Status (from clinic)
5. Resume

**\*\*SUBMIT NO STAPLES/NO BINDINGS\*\***

**\*\* Alaska Air National Guard - Applicants who do not possess advertised AFSC must sign a statement of agreement that they will retrain to the required AFSC upon accepting the position within 12 months. Signed statement must be submitted with application\*\***

#### QUESTIONS:

The HRO Liaison- 176<sup>th</sup> FSF, MSgt Kelly Shewfelt, 907-551-7648 (DSN 317-551-7648)  
To verify receipt of application, you may call 907-428-6242 (DSN 317-384-4242)

#### THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, sex, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and MOS some positions may have gender restrictions.